State of Arizona
Department of Education

Highly Qualified Requirements for Instructional Paraprofessionals

Federal Requirements for Paraprofessionals:

According to federal No Child Left Behind (P.L. 107-110) requirements, all K-12 instructional paraprofessionals working in a Title I school-wide school or Title I targeted program must meet the following requirements:

- High School diploma or GED **AND**

- An Associate's degree or higher **OR**

- Completed two years of study (equaling 60 or more credit hours) from an accredited institution of higher education **OR**

- Obtained a passing score on one of the Arizona Department of Education approved assessments below:

    ➢ ParaPro

    ➢ ACT Workkeys (requires Business Writing, Applied Math & Reading Comprehension test results)

    ➢ Master Teacher's ParaEducator PD Now! (formerly ParaEducator Learning Network)

Approved Arizona Paraprofessional Assessments

The Arizona Department of Educator does not retrieve or retain exam results for paraprofessionals. All arrangements for testing are made directly with the providers listed below. ADE approved assessment providers can be reached via the following Internet sites/telephone numbers:

- Parapro   http://www.ets.org/parapro/
                                     1-800-772-9476

- ACT Workkeys   http://www.act.org/workkeys/pcta/

- The Master Teacher Para Educator   http://www.masterteacher.com/ParaEducator-PD-Now
  PD Now!   1-800-669-9633

Instructional Paraprofessional Attestation Form

Instructional paraprofessionals must complete an attestation form annually (and may not waive the option) since their information is not entered onto the Highly Qualified Teacher Position Input application online. Local education agencies must maintain instructional paraprofessional files for at least five years (per federal document retention requirements). Attestation forms can be located at the following:

http://www.azed.gov/highly-qualified-professionals/files/2012/05/14-15-instructional-paraprofessional-attestation.pdf

Districts offering Parapro exam:

- Tolleson Elementary 623-936-9740 x7

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